



CITY OF FAIRFAX
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street, Room 207A
Fairfax, VA 22030
Phone: 703-385-7820 / Fax: 703-385-7824

PERMANENT SIGN PERMIT
REVIEW PROCEDURES AND APPLICATION

PLEASE NOTE: SIGNS THAT ARE LOCATED IN THE HISTORICAL OR TRANSITION DISTRICT (SEE ATTACHED MAP) WILL REQUIRE BOARD OF ARCHITECTURAL REVIEW (B.A.R.) APPROVAL. TURN THIS PAGE OVER TO READ THE INSTRUCTIONS FOR SUBMITTING A B.A.R. APPLICATION FOR SIGNAGE.

To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to installing a PERMANENT sign. Please familiarize yourself with these procedures, then complete the attached application and submit to the City of Fairfax Zoning Division at the above address.

The required permit(s) will not be issued until steps 1-5 are completed:

- 1) **Application form.** The applicant submits a completed application to the Zoning Division with all information requested on the application filled in. Two (2) signatures are required on the application form: the applicant and the property owner. The application form must provide ALL requested information.
 - 2) **Drawings.** Four (4) sets of color drawings of the proposed signage must accompany the application form. The drawings must show ALL dimensions of sign and support structure (length, height, width). Include building dimensions if building-mounted and site location if ground-mounted.
 - 3) **Review.** Staff will review the application. If additional information is required you will be contacted within 3-5 business days after application is accepted for review.
 - 4) **Permit Issuance.** Upon approval, the applicant makes the appropriate payment to the City of Fairfax for the sign permit and a (blue) permit sticker will be issued.
 - 5) **Office of Building Code Administration.** You must now contact the Office of Building Code Administration (703.385.7820) for instructions on submitting a building permit and/or electrical permit to install the sign.
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- 6) **Installation.** Two (2) permits are required prior to installation: sign permit (blue sticker) and building permit (if sign requires an electrical connections an electrical permit will also be required). Once these permits are issued the contractor can install the sign. The (blue) sign permit sticker should be placed on the sign where it is visible to the City inspectors.



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With Board of Architectural Review (B.A.R.)

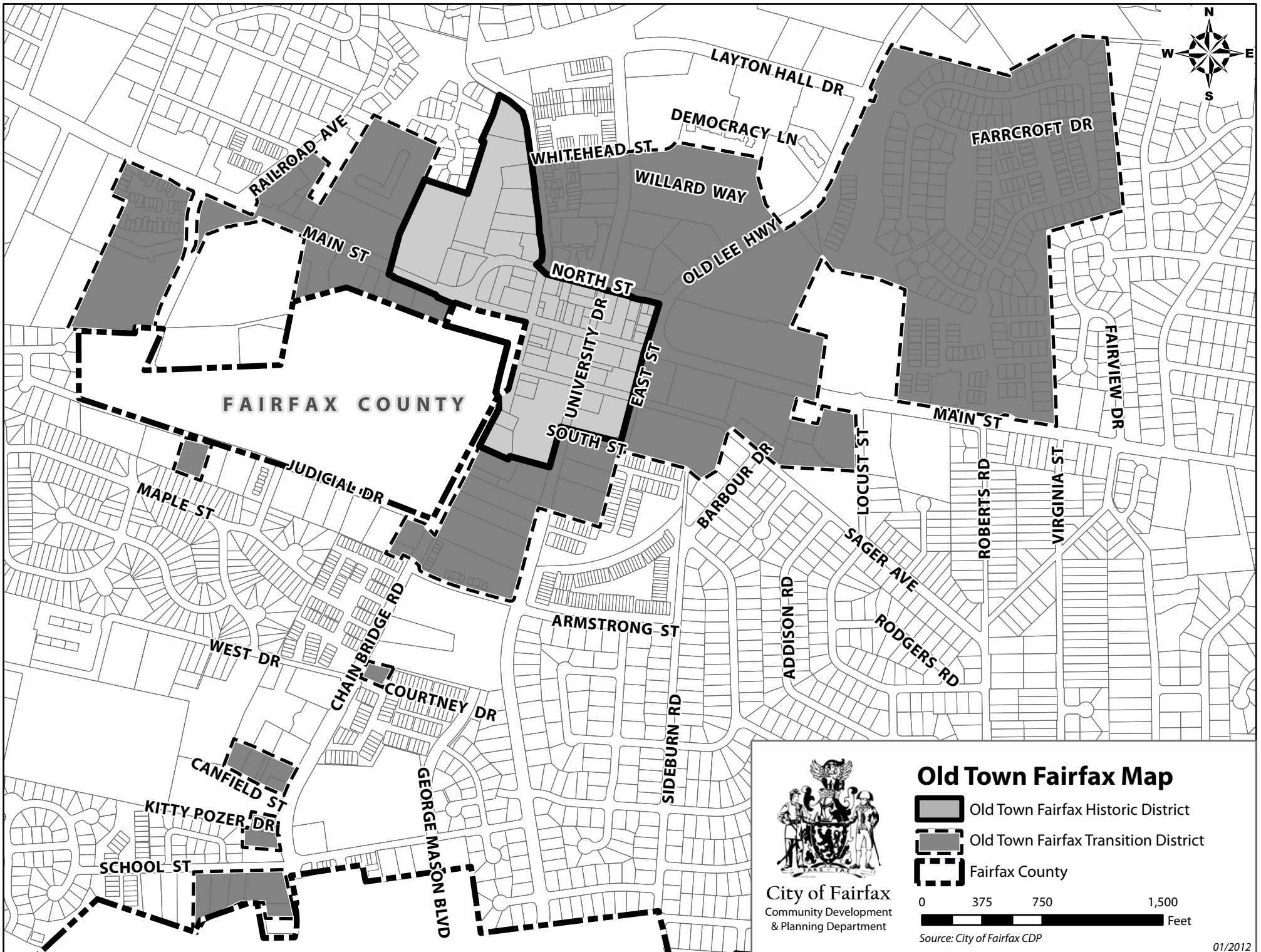
To The Applicant:

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to installing a PERMANENT sign located in the Historic or Transition Districts. Please familiarize yourself with these procedures, then complete the attached application and submit to the City of Fairfax Zoning Division at the above address.

The required permit(s) will not be issued until steps 1-6 are completed:

- 1) **Application forms.** The applicant submits a completed sign permit application and a completed B.A.R. application to the Zoning Division with all information requested on the applications filled in. The application forms must provide ALL requested information. The B.A.R. liaison will contact you to discuss your B.A.R. proposal and the process for design approval. The front counter staff does not have information relating to B.A.R. staff's timeline for review and cannot provide you with this information.
- 2) **Drawings.**
To be submitted with sign permit application: Four (4) sets of color drawings of the proposed signage must accompany the sign permit application form. The drawings must show ALL dimensions of sign and support structure (length, height, width). Include building dimensions if building-mounted and site location if ground-mounted.

To be submitted with B.A.R. application: Refer to B.A.R. application for requirements per your conversation with the B.A.R. liaison.
- 3) **Fee.** Payment of the B.A.R. fee is done at time of application submittal. THE SIGN PERMIT FEE IS SEPARATE FROM THE B.A.R. APPLICATION FEE and will be collected upon zoning approval prior to issuance of a permit.
- 4) **Review.** The B.A.R. staff and zoning staff will review both applications and contact the applicant if further information or changes are required. Even though the applications are reviewed simultaneously, the B.A.R. approval is required before zoning can issue the permanent sign permit.
- 5) **Permit Issuance.** Upon approval, the applicant makes the appropriate payment to the City of Fairfax for the sign permit and a (blue) permit sticker will be issued.
- 6) **Office of Code Administration.** You must now contact the Office of Building Code Administration (703.385.7820) for instructions on submitting a building permit and/or electrical permit to install the sign.
- 7) **Installation.** Two (2) permits are required prior to installation: sign permit (blue sticker) and building permit (if sign requires an electrical connection an electrical permit will also be required). Once these permits are issued the contractor can install the sign. The (blue) sign permit sticker should be placed on the sign where it is visible to the City inspectors.





PROHIBITED SIGNS

EXAMPLES OF MOST COMMON SIGNS THAT ARE PROHIBITED!



**No
Balloons**



**No
Flags**



**No
Pennants**



**No
Inflatables**



**No A-Frames
(Exception:
Historic
District)**



**No
Neon Signs**



**No Signs on Vehicles parked visible
from the street**



**No
Costumes**



**No Stick In
Ground Signs**



**No Hand Held Signs or
Sign Spinners**

All Of The Following Signs Are Prohibited In The City Of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety or welfare.
2. Nongovernmental signs imitating or closely resembling official traffic or government signs or signals.
3. Moving signs or devices intended to attract attention, all or any part of which is intended to move, including by not limited to flags (including pennants), balloons, propellers and discs except as provided for in subsections 110-186(4) and (13).
4. Signs displaying flashing or intermittent lights or lights changing degrees of intensity, except signs indicating the time or temperature:
5. Portable spotlights or beacons used as advertising to draw attention to any use.
6. Any illuminated tubing, exposed bulbs or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges except as permitted for seasonal displays in subsection 110-178(3).
7. Billboards.
8. Signs painted on or attached to trees, utility poles, public benches, refuse containers, parking meters, hydrants or like structures, except those identifying the name or manufacturer of the product.
9. Signs painted or displayed on vehicles or trailers parked in places visible from public right-of-way and used primarily for the purpose of advertising.
10. Portable signs, except temporary signs permitted by section 110-182.
11. Any commercial display of vehicles with open hoods trunks or doors; or located on a building, ramp or other elevated structure.
12. Sandwich board signs, except as permitted in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
13. Pylon Signs, except freestanding hanging signs allowed in the Old and Historic District (with Board of Architectural Review approval and permanent sign permit approval).
14. Any other sign not expressly permitted by this division.

Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.

Name: _____ Signature: _____ Date: _____



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PERMANENT SIGN PERMIT APPLICATION

BAR REQUIRED (Check one - refer to attached MAP) YES _____ NO _____

CITY CODE REQUIREMENT

110-184(a) **Permit required:** Except as otherwise provided in this division, no sign shall be erected, altered, or replaced until a permit for such action has been issued by the zoning administrator; provided, however, that no permit is required for the repair or regular maintenance of an approved or nonconforming sign to its originally approved state.

110-180b(4) **Old Town Fairfax Historic Overlay District:** The design and display of signs in the Old Town Fairfax Historic Overlay District are subject to the provisions of article XVIII (historic overlay district).

110-1043 **Old Town Transition District:** No structure or improvement in the Old Town Fairfax Transition Overlay District, including signs...shall be erected, reconstructed, substantially altered or restored until the sign(s) have been approved by the Board of Architectural Review.

110-015(3) **The Board of Architectural Review shall have the power** to review and decide any application for approval or request for permits for signs to be erected, altered, reconstructed or restored in an Historic District, the Old Town Fairfax Transition Overlay District, and as provided elsewhere in the architectural control district.

APPLICATION FEES

The sign permit fee is based on square footage :

If the TOTAL Square Footage is less than or equal to 50 sq. ft. the fee = \$2.90 per sq. ft.

If the TOTAL Square Footage is 51sq. ft. to 100 sq. ft. the fee = \$4.35 per sq. ft.

If the TOTAL Square Footage is over 101 sq. ft. the fee = \$7.25 per sq. ft.

ADDRESS INFORMATION

Name of Business Where Sign Will Be Located: _____

Street Address Where Sign Will Be Installed: _____

MESSAGE ON SIGN

Write the message that will appear on the sign here (also attach drawings/specifications) :

SIGN CATEGORY (CHECK ALL THAT APPLY)

1) Building Mounted _____ Ground Mounted _____ Window _____

2) Changeable Copy (Size is determined by allowable building-mounted signage) _____

3) Projecting from Wall _____ Flat against wall or window _____

4) Freestanding _____ Hanging in Window _____

5) Painted on Wall or Window _____

6) A-Frame (**Portable - Only allowed in Historic District with Board of Architectural Review approval**)

TYPE OF LETTERING (CHECK ONE)

Individual Letters _____ Box _____ Board _____

SIGN LIGHTING (CHECK ONE)

Backlit _____ Externally Illuminated _____ Not Illuminated _____

LOT AND BUILDING FRONTAGE (DETERMINED BY WHERE THE PUBLIC ENTRANCE IS LOCATED)

Lot Frontage _____ linear feet

Building frontage: _____ linear feet

SIGN DIMENSIONS

The following sign dimensions are required. The sign **FACE** is:

HOW MANY FEET LONG _____ HOW MANY FEET HIGH _____ TOTAL (LENGTH X HEIGHT) _____ SQ. FEET

ADDITIONAL INFORMATION FOR ALL GROUND MOUNTED SIGNAGE

What is the total height of the sign from grade to top of sign (includes the top of any structure the sign is mounted on): _____ FEET

ATTACH ALL DRAWINGS FOR YOUR SIGN TO THIS APPLICATION

TURN FORM OVER

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.

APPLICANT INFORMATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THE INSTALLATION WILL CONFORM TO APPLICABLE ORDINANCES. I FURTHER AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF FAIRFAX FROM ANY LIABILITY, DAMAGES OR LOSSES RESULTING DIRECTLY OR INDIRECTLY FROM THE ERECTION, USE, MAINTENANCE OR ALTERATION OF THE SIGN DESCRIBED HEREIN.

Applicant (Representative) _____

Phone Number: _____ Email: _____

Applicant (Representative) Signature **(REQUIRED)** _____ Date _____

PROPERTY OWNER INFORMATION

The property owner or their agent must sign this application attesting to the following:

I hereby authorize the permanent sign as presented by the applicant to be located (CIRCLE ONE): building-mounted / ground-mounted on my property.

Property Owner's/Agent Name: Mr./Ms. _____
PRINT NAME

Property Owner's/Agent Phone: _____

Address: _____

Email Address: _____

Property Owner/Agent Signature **(REQUIRED)** _____ Date _____

OFFICE USE ONLY

DISTRICT: HISTORIC _____ TRANSITION _____ / Master Sign Plan? YES _____ NO _____

BAR APPROVAL DATE IF REQUIRED: _____

Fee Paid: _____ Receipt No: _____ Date _____

Sign Permit Number: _____

This Application is Approved By _____ Date _____

Zoning Official

TURN FORM OVER

ADDITIONAL INFORMATION IS REQUIRED. PLEASE SEE REVERSE SIDE OF THIS FORM.